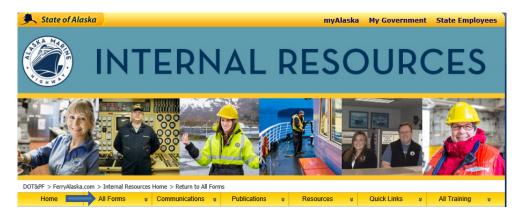
### Per Diem Payment Procedure

The following are instructions for the preparation of the Per Diem TAs and explanation of how and when the payments are made.

## **Getting Started**

All AHMS employees who might participate in yard work should be instructed to either complete an electronic payment agreement or expect reimbursement by mailed warrant. While in yards, if the employee chooses direct deposit for their yard per diem, the employee must complete an Electronic Payment Agreement (EDI form) and attach a voided check or other bank verification of account number. After completion, the Purser/PSWIC will immediately scan and email the EDI form to <a href="mailto:doa.dof.eft.helpdesk@alaska.gov">doa.dof.eft.helpdesk@alaska.gov</a>. (<a href="mailto:when-submitting this form, use only this email or the FAX number or mailing address shown in the upper right corner of the form. This email, FAX and PO Box are secure and provide protection of the private banking information included on the form.) It takes a few weeks for direct deposit to be activated, so submittal of the form should be done as soon as possible.

To access the current EDI and TA Forms, go the AMHS Website and click on "AMHS Staff" at the bottom of the page. In the pop-up window, enter the same user name and password that you use to access your state email and employee self-service (ESS) site. Now you are on the Internal Resources page.



In the gold band below the employee photos, with your mouse, hover over the "All Forms" box and click on "Personnel & Supervisor Resources" in the drop-down list. In the Personnel Section click on Reimbursement Direct Deposit" for the electronic payment agreement form.

# **Personnel & Supervisor Resources**



# **Preparing the TAs**

Per Diem TAs are to be prepared by the Purser/PSWIC for all eligible employees. Per Diem eligibility is determined by the Transition Memo and the employee's Union Contract. For those vessels that do not have a Purser or PSWIC to process the TA's, it will be the responsibility of the Master or Department Head to prepare the TA's. The Per Diem week runs from Friday through Thursday.

To download the most current TA Form follow the above instructions to reach the AMHS Internal Resources site and select "Templates, Travel & IT/ISSD" from the "All Forms" menu. Open "Travel Authorization Packet" for the TA Form, then save on your desktop or in a folder you have designated for per diem TAs.

#### **Templates, Travel & IT/ISSD** Fax Cover Sheet Form Template: Excel Form Template: PDF Agenda Form Template: P&P Form Template: Publisher Form Template: Word Letterhead: General Purpose Use Letterhead: Marine Operations Letterhead: Marine Engineering Letterhead: Reservations Memo Template PowerPoint: AMHS Template PowerPoint: DOT&PF Template Employee Travel Reimbursement Payment Form Personal Vehicle Use Reimbursement Form Request for Travel Authorization Travel Advance Authorization Travel Authorization Packet Travel Questionnaire for Overtime Qualified Employees State Travel Guidelines (AAM 60) Vehicle Ferry Exemption Form and Memo IT / ISSD **AMOS Edit Request** Change Control Management Employee Procedure Form Equipment Loan Form iPhone Email Configuration ISP Business Use Policy VPN Access Request Form

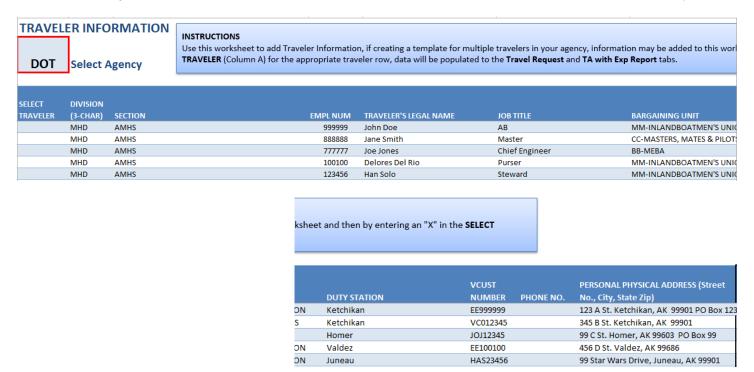
The first step in the preparation is to enter all of the Traveler (Employee) Information in the Travel Authorization Packet worksheet.

After you have opened the Travel Authorization Packet, go to the blue tab at the bottom labeled "Traveler Information". This is where you will enter all the employee information. Make entries for all the employees who will be receiving per diem as follows:

- 1. In the upper left corner, using the drop down list select the agency. This will always be DOT.
- 2. In the first line under DIVISION, using the drop down list select MHD.
- 3. Enter AMHS under SECTION.
- 4. Enter the employee number under EMPL NUM\*\*.
- 5. Enter employee name under TRAVELER'S LEGAL NAME.
- 6. Enter employee job title under JOB TITLE.
- 7. Under BARGAINING UNIT, using the drop down list select the correct bargaining unit.
- 8. Under DUTY STATION enter the employee's change port.
- 9. Enter the employee's VCN under VCUST NUMBER\*\*.
- 10. Under PERSONAL PHYSICAL ADDRESS enter the employee's physical address.
- 11. If their mailing address is different from the physical address, please enter the mailing address in the PERSONAL MAILING ADDRESS column. This is mandatory if they do not have direct deposit.

\*\* If you do not have an employee number or VCN for the employee, leave those fields blank. The person who processes the TAs will let you know what they are. If the employee is a new hire or temporary MEBA engineer, it may take a few weeks before the numbers are assigned.

(The following are fictional employee records just to be used for illustrative purposes. They are shown in split fashion because the records are too long to fit in this format. Each record consists of one line in the Traveler Information section of the worksheet.)



You may add or edit employee records in the Traveler Information section as needed. Always be sure to SAVE before closing the worksheet.

After entering the employee information for all employees eligible for per diem, go to the "Travel Request" tab and enter in PURPOSE OF TRIP, "Yard assignment aboard (name of vessel) in (city where overhaul/layup is occurring)". This will auto-fill in the TA.

TRAVEL AUTHORIZATION AND EXPENSE REPORT	S	STATE OF <b>A</b> LASKA	EMP NO.	TRAVEL AUTH NO.	T	APO N	IO.	
TRAVEL AUTHORIZATION								
NAME OF TRAVELER		JOB TITLE			AGENCY	<u> </u>	DIVISION	
					DOT (2	5)		
				INCLUE	DES No	Trav	el Advanc	
PURPOSE Yard assignment abo	ard the Mata	anuska in Ketchikan		·				

Next, go the "TA with Exp Report" tab. In the EXPENSE REPORT section,

- 1. Enter the start date of the per diem under DATE,
- 2. Enter the number of days of meal or lodging per diem and amount per day under EXPLANATION,
- 3. Enter the total per diem amount under PER DIEM in either the lodging column or the M&IE column.
- 4. Enter the end date just below the start date.

		EXPEN	SE REP	ORT					
	ACTUAL TRAVEL, PER D	DIEM, AND REIM	BURSABL	E EXPENS	SES (NO PO	CARD CHA	ARGES)		
		MEALS	FACIL-	# OF	SURFACE TRANS		PER DIEM		
DATE	EXPLANATION	PROV	ITY	MILES	MILEAGE	OTHER	LODGING	M&IE	OTHER
01/02/2018	7 days of meal per diem @ \$60/day	'			-			\$420	
01/07/2018					-				
01/02/2018	7 days of lodging per diem @ \$85/d	ay			-		\$595		
01/07/2018				†	-				
					-				
				<b></b>	-				
			l	<u> </u>					
			<u> </u>	<b>!</b>					
Claimant certif	 ies by signing that the facts contained on th	nis form and							+
	cuments are correct and constitute a valid o			OTALS		_	595.00	420.0	0 -
			COST V	ARIANCE	то	TAL OUT	OF POCKET E	KPENSES	1,015.00
				045.00			ATM WITH	DRAWAL	
TRAVELER SIGNATURE DATE		DATE	\$ 1,015.00		TRAVEL ADV. DOC #				
					T	OTAL DU	E TO/FROM T	RAVELER	1,015.00
					STATE F	AID EXP	(PCARD / DIR	ECT BILL)	-
EXPENSE REI	PORT APPROVAL SIGNATURE	DATE					TOTAL TRIP	EXPENSE	1,015.00

5. Change the font size in the VCN field to 12. This should stay at the larger font size once you have saved the worksheet.

1					
2					
3					
TRAVELER VCN			EE999999		

- 6. Go back to the "Traveler Information" tab. Choose the employee record and in the SELECT TRAVELER column use the drop down list and click on the X.
- 7. Return to TA with Exp Report and that employee's information should be auto-filled in the upper section of the form.
- 8. Print the form and continue the procedure with each employee who is receiving per diem for the same days and amounts. Be sure to remove the "X" from the previous record and add the "X" to the next record you are working on.
- 9. Change the dates and amounts on the EXPENSE REPORT for those employees who are receiving less or more than the full week of per diem.
- 10. Return to the Traveler Information records and mark the corresponding record with the X.
- 11. Go back to the TA, make sure the employee information has auto-filled at the top of the form and print. Repeat for all remaining employees receiving partial or extra per diem.
- 12. Once all the TAs have been printed and signed by the employee, scan the entire batch and email to <a href="mailto:dot.amhs.perdiem@alaska.gov">dot.amhs.perdiem@alaska.gov</a>.

# **Lodging Actuals**

In the event that the vessel cannot provide lodging and there is no hotel ship available, the employee may choose to be paid for <a href="https://example.com/hotel-actuals">hotel actuals</a> on a weekly basis. These TAs are prepared in essentially the same way by the Purser/PSWIC. The actual hotel charge will be entered in the EXPENSE REPORT and the hotel receipts should be included with each TA before the batch is scanned and emailed. The hotel actual TAs have the same per diem week (Friday through Thursday), but should be submitted on Friday so the payment of the Thursday lodging will be reflected on the hotel receipt. The receipt amounts must match the totals on the TA and only realized expenses are eligible for reimbursement. The meal per diem TAs for those employees choosing to submit hotel actual TAs, will be prepared in the usual way on Thursday.

## Submitting the TA

As mentioned above, the completed, signed and scanned Per Diem TA batch will be emailed to Employee Per Diem, AMHS, <a href="mailto:dot.amhs.perdiem@alaska.gov">dot.amhs.perdiem@alaska.gov</a> on Thursday, by noon. The TAs will be coded, approved and forwarded on to Fiscal by the end of the day on Thursday. This assumes that TA's are completed properly and include all information required. Those TAs not completed properly will be returned for correction and will, of course, take longer to process. (Hotel actual TAs are to be submitted on Fridays.)

A copy of the TA will be given to the employee and a copy retained on board the ship.

## **Receipt of Payment**

The payment for the TA for meal per diem and lodging actuals will be processed by Finance in Juneau. A direct deposit will be sent to the employee's bank account or a check will be produced and mailed to the address listed on the TA. Once the TA leaves the vessel, every effort will be made to ensure the payment will be processed and sent either by direct deposit or mailed check, as soon as possible. When the TA is submitted for payment by Finance to the respective banks, it is the individual bank's responsibility to process and deposit the funds accordingly. Depending on the bank, this can take 1-4 working days.

The employee should be aware that if they take straight lodging per diem on the TA with their meal per diem, the entire per diem reimbursement will be paid along with the current payroll run. The amounts will be reflected in the reportable and non-reportable sections of the current paystub.

If the employee chooses not have direct deposit, it is important that the correct mailing address is entered in the Physical Home Address field of the TA form. Finance will not be responsible for "lost" checks – i.e. warrants that go to an old address and are not forwarded or returned. They will do their best to accommodate us but in the end, the optimal solution is direct deposit.

### Please Note:

Meal per diem does not start until the employee reports to the assigned duty station (vessel) and ends when the employee leaves the vessel at the end of their assignment.

Travel expenses to and/or from a yard assignment are reimbursed by the current, normal procedures:

A Travel Authorization form is completed by IBU employees and submitted, along with receipts, to KCO c/o their dispatcher. MMP or MEBA employees submit to Jessie Li or Aprill Gass. After approval, coding and auditing, the payment is then processed by the Juneau Finance Office and direct deposited into the employee's bank account or mailed in the form of a check.

Please contact Linda Hall, Office Assistant II at 907-228-7291 or <a href="mailto:linda.lee.hall@alaska.gov">linda.lee.hall@alaska.gov</a> with any problems or questions regarding the yards per diem process.